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This is an updated version of "Selected References for New Junior College Presidents and Board Members," an unpublished document prepared in 1967 by the Subcommittee on Operational Data for Junior College Administrators of the American Association of Junior Colleges (AAJC). The introduction contains instructions for ordering ERIC documents, information on how to use the ERIC system, a list of the ERIC clearinghouses, and instructions for ordering AAJC publications. The bibliography is divided into chapters on administration, adult education, board and policies, teaching, curriculum and programs, establishing a two-year college, facilities, finance and business, foundations and associations, institutional studies, the junior college scene, library and audiovisual services, personnel (faculty and staff), community services and public relations, students and student personnel services, periodicals, directories, and bibliographies. It includes book titles from 1950 to 1968 and certain standard works. (MB)

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ASPECTS OF THE JUNIOR COLLEGE FIELD

A BIBLIOGRAPHY
1950-1968

Edited by
Louise Giles

JC 690 216

Project for New Institutions
American Association of Junior Colleges
Washington, D.C.
March 1969

UNIVERSITY OF CALIF.
LOS ANGELES

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FOREWORD

In an age when the list of new publications appears to be increasing at an increasing rate, bibliographies are both demanded and condemned. Demanded because readers want a succinct list of titles pertaining to a topic of current interest. Condemned because readers know any list, regardless of how speedily it was prepared, is dated and not quite up to the minute when it is published. These observations are true of bibliographies for any and every subject and when the subject is relatively new, controversial, and popular - such as the development and future of community junior colleges - these observations are especially apparent.

Despite the ambivalent feelings about perparing a bibliography, it was decided to proceed. The final, significant factor was the need of people who are starting new community junior colleges. These people - the trustees. presidents, administrators and faculty - must learn a great deal about community junior colleges in a short period of time. Where is this information available? How can the information be obtained? These are the questions that must be answered fully, reliably, and quickly. This is what this bibliography can do.

This bibliography, which was developed by Mrs. Louise Giles, was prepared efficiently and quickly with an eye for the latest publications. Mrs. Giles, who is currently the director of the learning resources center at Orchard Ridge Campus, Oakland Community College, understands the problems of starting a college. Twice she has participated in the process of developing and opening new colleges.

Some of the publications contained in this bibliography were not yet available when it went to press. In addition to searching out the latest publications, this bibliography explains how information can be obtained from other printed sources. The ERIC Clearinghouse for Junior College Information at UCLA is described and some of their publications are listed. Procedures for obtaining reprints of AAJC Journals and microform copies of publications are also included here.

Mrs. Giles is to be complimented for this document. She has provided a bibliography that can serve both as an introduction for laymen and a valuable tool for the professionals. Its life expectancy may be short, we are already considering a new edition for 1971, but it can do a "heap of helping" in the meantime.

Richard E. Wilson
Director
Project for New Institutions
American Association of Junior Colleges

ACKNOWLEDGEMENTS

Deep appreciation for assistance in compiling this bibiliography must go to Dale Gaddy, ERIC Clearinghouse for Junior College Information, Los Angeles and to the Publishing Department of the American Library Association in Chicago.

A debt is also owed to Ellen Knapp, an excellent student typist who "picked up" very quickly.

L.G.

INTRODUCTION

This bibliography is essentially an updating and revision of Selected References for New Junior College Presidents and Board Members, an unpublished document prepared in 1967 by the Subcommittee on Operational Data for Junior College Administrators of the American Association of Junior Colleges.

Specifically, the current bibliography differs in the following ways: 1) it contains 610 titles to the 164 of the previous document; 2) it contains selected periodical articles dating from 1955 to 1968; 3) it contains a generous sampling of ERIC documents (instructions as to how to order these follow).

Book titles date from 1950 to 1968, with the exception of certain standard works which are listed because they are "Old Faithfuls."

How to Order ERIC Documents

About 100 ERIC documents are interspersed throughout this bibliography. It should be noted that these are only a sampling of the wealth of documents available from ERIC and they are included mainly as an example of what can be found in order to encourage greater use of the center.

There are 19 ERIC Clearinghouses around the country, but the references cited in this bibliography all come from the ERIC Clearinghouse for Junior College Information in Los Angeles.

Documents from all 19 Clearinghouses must be ordered from the ERIC Document Reproduction Service (EDRS) in Maryland. But, an order sent to EDRS must have an ED number and, unless you have a deposit account, all orders under $5.00 must be pre-paid. Also, you must include a 50¢ handling fee for orders under $3.00.

ERIC citations listed in this bibliography include an order number and a price for either microfiche or hard copy. All you need to do to order a listed document is supply the ED number, title and author, and specify whether you want it in microfiche or hard copy. Then, send your order and check (including handling fee, if necessary) to:

ERIC Document Reproduction Service
National Cash Register Company
4936 Fairmont Avenue
Bethesda, Maryland 20014

However, if there is no ED number, EDRS cannot supply. In this volume, citations lacking an ED number always have a JC number. These may be ordered in a similar manner from:

ERIC Clearinghouse for Junior
College Information
96 Powell Library
University of California 90024

How to Use the ERIC System

For those who are interested in finding references to ERIC documents other than the ones mentioned in this publication, this brief explanation of how to use the system is included. ERIC (Educational Resources Information Center) is made up of 19 clearinghouses located throughout the United States. (See addresses at end of this section.) Each of the clearinghouses specializes in collecting documents on a different subject or field. Most of the clearinghouses put out some kind of newsletter.

Abstracts of documents collected by all of the clearinghouses appear in Research in Education, a monthly publication with an author-subject-institution approach. The address and price of a subscription to RIE and all other periodicals mentioned here appear in the "Periodicals" section of this bibliography.

Those interested in research in the junior college field might want to subscribe to the Junior College Research Review. This is a monthly periodical which reviews and lists documents in the junior college field which have benn received in the Clearinghouse for Junior College Information.

Fans of the vocational-technical field will want to know about AIM (Abstracts of Instructional Materials in Vocational and Technical Education) and ARM (Abstracts of Research and Related Materials in Vocational and Technical Education), both quarterly publications of the Clearinghouse for Vocational and Technical Education.

Most of the documents collected by the clearinghouses are available in microfiche or hard copy at the ERIC Document Reproduction Service (EDRS), National Cash Register Company in Bethesda, Maryland. If the items are available at EDRS, the order number will be listed in Research in Education

Junior College Research Review, *AIM*, *ARM*, or various other clearinghouse publications. *Research in Education*, of course, should be thought of as the master-index to documents in all the clearinghouses.

However, occasionally, a document will only be available at a specific clearinghouse; or if not available there, the clearinghouse will send you to the right source. In these cases, though, *Research in Education*, or whatever the source of the reference, should indicate the variation.

ERIC Clearinghouses

ADULT EDUCATION
Syracuse University
107 Roney Lane
Syracuse, New York 13210

COUNSELING AND PERSONNEL SERVICES
University of Michigan
Ann Arbor, Michigan 48104

DISADVANTAGED
Teachers College
Columbia University
New York, New York 10027

EARLY CHILDHOOD EDUCATION
University of Illinois
Urbana, Illinois 61801

EDUCATIONAL ADMINISTRATION
University of Oregon
Eugene, Oregon 97403

EDUCATIONAL FACILITIES
University of Wisconsin
Madison, Wisconsin 53703

EDUCATIONAL MEDIA & TECHNOLOGY
Stanford University
Stanford, California 94305

EXCEPTIONAL CHILDREN
The Council for Exceptional Children
National Education Association
Washington, D.C. 20036

TEACHING OF FOREIGN LANGUAGES
Modern Language Association of America
65 Fifth Avenue
New York, New York 10011

HIGHER EDUCATION
George Washington University
Washington, D.C. 20006

JUNIOR COLLEGES
University of California at L.A.
Los Angeles, California 90024

LIBRARY & INFORMATION SCIENCES
University of Minnesota
Minneapolis, Minnesota 55404

LINGUISTICS
Center for Applied Linguistics
1717 Massachusetts Avenue, N.W.
Washington, D.C. 20036

READING
200 Pine Hall
Indiana University
Bloomington, Indiana 47401

RURAL EDUCATION & SMALL SCHOOLS
New Mexico State University
Las Cruces, New Mexico 88001

SCIENCE EDUCATION
Ohio State University
Columbus, Ohio 43221

TEACHER EDUCATION
American Association of Colleges for Teacher Education
Washington, D.C. 2005

VOCATIONAL AND TECHNICAL EDUCATION
Ohio State University
Columbus, Ohio 43212

How to Order AAJC Publications

All of the AAJC publications listed in this publication may not still be in print. If not, they should still be available in many libraries in the country.

For a price list of AAJC publications now available, write to:

Publications Sales Office
American Association of Junior Colleges
1315 Sixteenth Street, N.W.
Washington, D.C. 20036

A cumulative author-title-subject index to Junior College Journal back to 1930 is available in microfiche and hard copy at:

ERIC Document Reproduction Service
National Cash Register Company
4936 Fairmont Avenue
Bethesda, Maryland 20014

For back issues of Junior College Journal in microfilm or hard copy, write to:

Microfilm	Hard Copy
University Microfilms 206 North Zeeb Road Ann Arbor, Michigan 48106	Johnson Reprint Corporation 111 5th Avenue New York, New York 10013

Louise Giles
Orchard Ridge Campus
Oakland Community College
Farmington, Michigan
March, 1969

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	ED 012 172	Collins, Charles C. Structure as a Determinant of Democratic Administration. Grossmont College, El Cajon, California, 1963.
JC 670 225		Epler, Stephen M. Faculty-Administration Relationships--Why the Conflict? (Microfiche $.25; Hard Copy $1.24)
JC 670 804	ED 013 623	Florida State University, Tallahassee. Leadership Opportunities and the Beginning Junior College President. (Report from the Southeast Regional Junior College Leadership Program). (Microfiche $.50; Hard Copy $2.60)
JC 670 827		Giles, Frederic T., editor. New Frontiers in Administration for Junior College Administrators. Proceedings of a Conference Sponsored by Coordinating Committee California Leadership Program, University of Washington, and Washington State University (Seattle, April 2-4, 1962). (Microfiche $.25; Hard Copy $1.88)
JC 680 047		Illinois Junior College Board, Springfield. Standards and Criteria for the Evaluation and Recognition of Illinois Public Junior Colleges. (Microfiche $.25; Hard Copy $.80)
JC 680 074		Luskin, Bernard J. A Workshop of Interest to New Presidents with Little Background in the Junior College--An Analysis. (Microfiche $.25 Hard Copy $1.92)
JC 670 994		Medsker, Leland L., and Clark, George W. State Level Governance of California Junior Colleges. (Microfiche $.50; Hard Copy $4.32)
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JC 670 132	ED 011 762	Pennsylvania State Board of Education, Harrisburg. Regulations for Community Colleges. (Microfiche $.25; Hard Copy $.68)
JC 660 041	ED 011 757	Schultz, Raymond E. Administrators for America's Junior Colleges--Predictions of Need 1965-1980. (Microfiche $.25; Hard Copy $1.24)
JC 670 378	ED 011 774	Schultz, Raymond E., and Roberts, Dayton Y. Presidents of Public Junior Colleges--An Analysis of Selected Background Factors. (Microfiche $.25; Hard Copy $132)
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CLEARINGHOUSE NUMBER	ORDER NUMBER	AUTHOR AND TITLE
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JC 670 806	ED 013 624	Florida State University, Tallahassee. Excellence in Continuing Education. Proceedings of the Sixth Annual Junior College Administrative Teams Institute, Gainesville, Florida, Aug. 7-9, 1966). (Microfiche $.75; Hard Copy $7.20)
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